



# ***Defense Travel System (DTS)***

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MARCOSYSCOM  
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# OVERVIEW

- **POCs & Areas of Responsibility**
- **Fielding schedule/process**
- **Policy/Guidance**
- **Current issues**
- **Preparing**
- **Roles and Responsibilities**
- **Questions**

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# POINTS OF CONTACT

Agency	Functional Area	Point of Contact
MCSC	O-6 Representative	Maj Zimmerman DSN: 432-5113
MCSC	Program Management	Donna Pelfrey DSN: 432-5118
CMC (M&RA)	Compliance	Dave Bye DSN: 378-9168
CMC (I&L)	TMO, CTO	Tim Vandagriff DSN: 225-7762
CMC (RF)	Accounting, SABRS	CWO4 Sweeney DSN: 223-9823
CMC (P&R)	Finance, Pay & Entitlements	CWO5 Fuqua DSN: 224-4981 UNCLASSIFIED



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# KEY WEB SITES

- **DTS Main web-page**
  - [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil)
- **DTS Travel Center**
  - <http://63.146.182.178/>
- **USMC DTS web-page**
  - [www.marcorsyscom.usmc.mil/sites/dts/](http://www.marcorsyscom.usmc.mil/sites/dts/)
- **Electronic Confirmation of Tickets**
  - [www.viewtrip.com](http://www.viewtrip.com)

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# FIELDING SCHEDULE

## SITE COMMAND VISIT   IOC

**NEW RIVER   Jun 05   Nov 05**

**OKINAWA   Dec 05   Apr 06**

**IWAKUNI Jan 06   Apr 06**

**YUMA   Jan 06   Apr 06**

**HAWAII   Jan 06   Mar 06**

**CAMP PENDLETON   Mar 06   May 06**

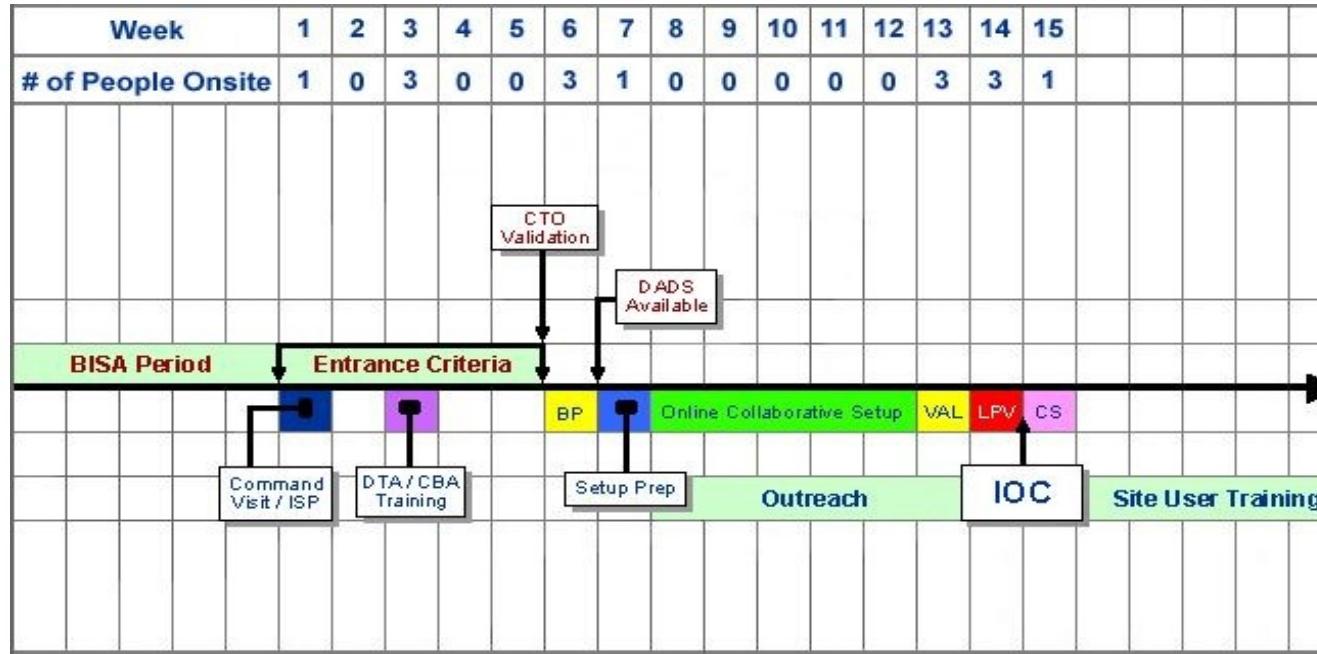
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# FIELDING PROCESS



**BISA:** Base Infrastructure Self-Assessment  
**ISP:** Initial Site Planning  
**Entrance Criteria:** Ensure PKI infrastructure. DBsign available and issued to applicable users. Ensure Site has received necessary software certifications necessary to use online environment. Complete "As Is" mapping. Complete CTO Validation.  
**DADS:** Defense Accounting and Disbursing System  
**DTA:** Defense Travel Administration

## LEGEND

**CBA:** Centrally Billed Account  
**BP:** Business Process  
**VAL:** Validation Period  
**IOC:** Initial Operating Capability - Day DTS is available for use by Site.  
**LPV:** Live Process Verification  
**CS:** Customer Support

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# POLICY/GUIDANCE

- **MARADMIN 045/04**
  - Initial policy from HQMC on fielding and implementation of DTS
- **MARADMIN 490/04**
  - Established Finance community as lead element for DTS implementation (LDTA)
- **MARADMIN 068/05**
  - Makes DTS use mandatory for TAD travel once the system is fielded
  - 90-day window from IOC for all units to be on-board



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# POLICY/GUIDANCE

- **Marine Corps Order on DTS (draft)**
  - Combined effort of all advocates and MCSC
  - Comprehensive information - directive and informative
  - Under review for signature at HQMC
  - Copies will be distributed when signed

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# PRE-FIELDING ACTIONS

- **IT Evaluation**
  - DBsign loaded on NMCI computers
  - CAC readers / CAC PIN with certs registered
  - Bandwidth
- **Brief the Leadership**
  - LOI for DTS fielding
  - Get all units involved on base
- **Find DTAs**
  - Strong individuals with authority
  - Consider adding civilian staff members



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# KEY LESSONS LEARNED

- LOA and SABRS
- Routing Lists
- TMO & CTO
- Training
- Compliance issues IOC & FOC

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# KEYS TO SUCCESS

- **Change management**
  - Anticipate resistance to change
  - Emphasize benefit to travelers and finance community (more control, less work)
- **Strong team for LDTA support**
  - Include SMEs from all functional areas
  - Sound training process
- **Well defined plan for transition to FOC**
  - Establish timeline to field all units
  - Shut off paper-based process when fielded



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# D Defense Travel Administrator

- **LDTA - Lead Defense Travel Administrator**  
Overall POC and responsible person for DTS at site
- **ODTA - Organizational Defense Travel Administrator**  
Responsible for DTS Administration at organizational level
- **FDTA - Finance Defense Travel Administrator**  
Responsible for budgets and LOAs in DTS at organizational level
- **TMO - Traffic Management Office**  
Responsible for CBA Reconciliation
- **DMM - Debt Management Monitor**  
Responsible for monitoring DUE US conditions

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# LDTA's Roles and Responsibilities

- The senior DTA at the Site
- Liaison between Site and Service Rep
- DTS setup/maintenance at the site
  - Orgs, Subborgs, Routing Lists, Profiles (These responsibilities will also be delegated to other DTAs)
  - Maintain LOAs by fiscal year and ensure that the Budgets are depicted correctly by quarters
  - Give/take permissions and accesses – based on permission level of the LDTA
  - Select ODTAs, FDTA, DTAs, and Tier 2 Help Desk
  - Ensure the system is functioning properly
- Act as a Help Desk Point of Contact



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# D Defense Travel Administration Responsibilities

- Process rejects
- Manage travel documents
- Reports
- Reconcile CBAs
- Maintain LOAs and Budgets
- Update person profiles
- Track traveler debt
- Maintain Orgs, Routing Lists, and Groups
- Update training materials
- Maintain training records and plans
- Receive and Detach members

**Operate the local Tier 2 Help  
Desk (T2HD)**

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# **LDTA/ODTA Responsibilities**

- Assist in Site setup
- Maintenance of the DTS system
- Setup and operate the local Help Desk
- Coordinate registration of authorized callers to the Tier 3 Help Desk
- Ensure correction of rejected documents
- Correct overpayments to travelers
- Must be appointed in writing as an accountable official

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# FDTA Responsibilities

- Manage travel data by reconciling SABRS with DTS
- Allocate funds to the DTS Budget module
- Ensure DTS LOAs are properly loaded (in DTS and SABRS), established and maintained
- Prevent violations of the Antideficiency Act
- Retain a file of Appointment Letters for AO
- Initiate debt collection (when acting as the DMM)
- Appointed in writing



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# **QUESTIONS**

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